

**1. PURPOSE**

To ensure the correct and legal disposal of wastes in accordance with Duty of Care (DoC) and other applicable legislation and requirements, and to reduce the risk of VolkerRail (VR) being prosecuted for breaching legislation. The procedure details how all the waste resulting from VR's operations will be collected, stored, disposed and/or recycled.

**2. SCOPE**

This procedure is **mandatory** and is applicable to all divisions and departments within VR.

**3. REFERENCES (INPUTS) / RELATED DOCUMENTS**

- ENV01 - VolkerRail Corporate Environmental Manual
- ENV04 - Project Management and the Environment
- ENV07 - Pollution Prevention
- ENV08 - Management of Environmental Incidents
- EMS-03 - Site Waste Management Plan Spreadsheet
- NR/GN/ENV/004 - Network Rail Waste Management Manual

**4. DEFINITIONS**

Consignment Note:	A multiple part form to be completed when any Hazardous Waste is transferred to another person (waste carrier) for removal from a site.
Controlled Waste:	These wastes that are those subject to the Duty of Care under the Environmental Protection Act Part II and defined by the Controlled Waste Regulations. Not all Directive Waste is classed as Controlled Waste. Examples of Controlled Wastes are; households, commerce or industry. It may also be solid or liquid or scrap metal.
Duty of Care:	Applies to anyone who imports, produces, carries, keeps, treats, disposes of or controls through brokering, controlled waste to: <ul style="list-style-type: none"> <li>• Prevent contravention of Section 33 by any other person,</li> <li>• Prevent escape of waste,</li> <li>• Transfer waste only to an authorised person OR for an authorised transport purpose</li> <li>• Transfer a written description to enable others to comply with Section 33.</li> </ul>
Environment Agency:	The regulatory body responsible for overseeing and enforcing waste disposal throughout England and Wales.
Environment Permit:	Formerly referred to as a Waste Management Licence, Pollution Prevention Control (PPC) permit which have both been superseded by the Environmental Permitting (England & Wales) Regulations, WMLs, PPC permits, and exemptions from WMLs will continue as acceptable documentation until further notice.
Hazardous Waste:	This is waste as defined by the EC Hazardous Waste Directive (91/689/EEC as amended by 94/31/EC) and the EC Hazardous Waste List. It is defined in the Hazardous Waste (England and Wales) Regulations, List of Wastes (England) Regulations and List of Special Waste Amendment (Scotland) Amendment Regulations. It is controlled waste considered dangerous or difficult to keep, treat or dispose so that stricter controls are imposed on it. It is subject to the Duty of Care in the same way as other controlled waste.
Inert Waste:	This is controlled waste that will not rot or degrade over time. Inert wastes are 'dry' wastes, e.g. construction wastes (concrete, stone, cement aggregate sand and ballast/spoil) and they all share the same disposal route. Provided that there is no suspicion of contamination, the wastes listed below are also considered to be inert wastes. Waste glass based fibrous materials, Glass packaging, Concrete including solid dewatered concrete process waste, Bricks, Tiles and ceramics, Mixtures of concrete, bricks, tiles and ceramics, Soils and stones including gravel, Crushed rock, sand, clay, road base and planings, and track ballast, Mixed glass, Separately collected glass only, Soils and stones restricted to parks waste, excluding topsoil & peat.
Season Ticket	Repeated transfers of the same kind of controlled waste between VolkerRail and the same waste carrier can be covered by one Season Ticket. These tickets can last for up to one year

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Scottish Environmental Protection Agency	This is the equivalent of the Environment Agency (EA) as described above but covers Scotland.
VolkerRail	Term used throughout the procedure to refer to VolkerRail Ltd and VolkerRail Specialist Businesses Ltd
Waste	Waste is anything that you decide to dispose of or that is required to be disposed. Other definitions of wastes refer to items that have fallen out of the chain of general use. Items that can be immediately re-used without physical changes are not waste, for example a milk bottle, however if there is no intention to reuse the item then this would become a waste. Waste is defined by the point of view of the person discarding it. One person's waste may be another person's 'raw' material therefore it is essential to carefully consider the value of what you consider to be waste before discarding it.
Waste Management Licence/Permit	Permit subject to conditions issued and enforced by either the EA or SEPA, which authorise the keeping, treatment or disposal of waste materials.
Waste Transfer Note	A form to be completed when any controlled waste is transferred to another person (waste carrier/landfill operator) for removal from site or disposal. It must contain enough information to enable anyone handling the waste to be able to handle it correctly.
Waste Producer	A person who decides that a material or product has no further use or the material can no longer be used as is without treatment, and decides to discard it
Waste Carrier	A person or organisation that is licensed by the Environment Agency (EA) or Scottish Environmental Protection Agency (SEPA) for the transfer of waste by road or rail from the Waste Producers site to a Waste Management facility or other licensed intermediary facility.
Waste Champion	A member of VR staff nominated by the Project Manager or relevant Site Manager to oversee all waste management arrangements for the applicable project or site, to ensure that adequate skips are provided and the correct paperwork is completed & filed.

## ABBREVIATIONS

DoC	Duty of Care
EA	Environment Agency
SEPA	Scottish Environmental Protection Agency
SWMP	Site Waste Management Plan
VR	VolkerRail
VRL	VolkerRail Ltd
VRSBL	VolkerRail Specialist Businesses Ltd
WTN	Waste Transfer Note

## 5. PROCESS

### 5.1 Responsibilities

#### 5.1.1 All VolkerRail Projects

The Project Manager shall nominate a 'Waste Champion' for each applicable project/depot who shall be responsible for all waste management arrangements associated with that particular location/project. The Project Manager shall provide details of the nominated Waste Champion to the Environmental Manager/ Advisor who shall arrange for appropriate Duty of Care awareness briefing/training, as well as documenting within relevant project environmental documentation.

It shall be the responsibility of the Project Manager/Waste Champion to ensure that wastes to be generated are identified at the work planning stage by liaising with the relevant Environment Manager/Advisor who will create a project Site Waste Management Plan (SWMP) using the EMS-03 spreadsheet. Further information on the requirements of a SWMP is detailed in section 5.3 of this procedure.

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The Project Manager/Waste Champion must ensure that an adequate number of skips are provided for use at all sites, for example, one skip for each identified category of hazardous wastes (e.g. one skip for oil contaminated materials, one skip for paint etc.); one for controlled wastes; one for scrap metals, and one for wood as necessary.

The Project Manager/Waste Champion must discuss the waste management requirements with the Procurement department who will invite suitably licensed/approved suppliers to provide prices for the provision of a waste management service for that particular project. This is normally provided through the VR approved Waste Brokers.

Oily rags, used spill kit items, empty grease/oil containers and discarded refuelling materials must be placed in the correct labelled Hazardous/oil contaminated waste skips – they should not be placed in the same skip.

It is the responsibility of the Project Manager/Waste Champion to ensure a process is implemented for each site/project where all waste documentation is filed and retained for legal purposes.

**NO WASTE SHOULD BE REMOVED FROM A VR SITE UNTIL A WASTE TRANSFER NOTE or CONSIGNMENT NOTE HAS BEEN COMPLETED AND CONTAINS ALL RELEVANT INFORMATION.**

Details on what should be included on waste documentation are included in section 5.2.3 of this procedure.

**5.1.2 VolkerRail Plant Department**

It is the responsibility of the VR Plant Management team to ensure that a ‘Waste Champion’ is nominated for Frodingham depot, adequate skips are provided at all times and that all skips are used correctly with all wastes streams segregated as necessary. Periodic checks of the skips must be undertaken by the nominated Waste Champion to ensure that no unauthorised wastes are placed in the skips, for example, as a result of fly tipping or individuals placing waste in the wrong skip.

It is VR policy to ensure that skips used for hazardous waste are lidded and locked where appropriate, however due to access being required throughout a 24hr period it may not be feasible to have the skips locked at Frodingham Depot, therefore a lidded skip must be utilised at all times.

When undergoing maintenance of company vehicles and plant, VR Plant staff must ensure that all hazardous wastes are disposed of correctly, e.g. oil filters; discarded refuelling materials; spent batteries etc., and are segregated from controlled wastes and placed in the correctly labelled skips/bins.

The Waste Champion will ensure that if the skips or battery store become filled ahead of the scheduled emptying date, they shall arrange an alternative collection to prevent waste or batteries being stored outside the requirements of the procedure.

All VR Plant staff must be aware of the requirements outlined in this procedure and **MUST NOT** mix different categories of wastes, including mixing different categories of hazardous waste.

For details on the controlled disposal of waste water from the oil interceptor at Frodingham Depot please refer to internal procedure ENV/07 – Pollution Prevention.

**5.1.3 Fixed/Office locations**

It is the responsibility of the nominated ‘Principal Tenant’ to liaise with the Facilities Manager to ensure suitable and adequate waste management facilities are in place.

The HoQE/Environment Manager/Advisor will ensure that an EMS-03 (SWMP) is developed for each location in which to record all associated waste movements. See section 5.3. of this procedure for further information on the SWMP process.

**5.2 Key Waste Guidance**

**5.2.1 Storage of Waste**

- Waste must be stored in a manner that prevents its escape, ensuring that there is no unauthorised or harmful deposit, treatment or disposal.

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- Any signs of leaks or damage to waste skips/containers must be reported immediately.
- Before accepting skips/containers they should be checked to ensure they are not rusty, cracked or damaged.
- Waste skips will be provided at all site locations on all projects, where applicable, and at VR fixed locations.
- Clear signage should be available on each skip, labelled for their particular uses.
- There will be hazardous waste skips/receptacles on site for all hazardous waste, where identified.
- It should be noted that legislation dictates that hazardous waste should be segregated into various hazardous waste streams.
- Wherever possible the use of lidded/lockable skips will be used to prevent unauthorised fly tipping and the cross contamination of waste streams.
- Waste produced on site should not be stored for longer than 12 months, in compliance with the Environmental Permitting Regulations.
- Waste that is transferred from a project location back to a main site in readiness for disposal cannot be stored on that particular site for longer than between 3 and 12 months, dependant on the type of waste.

### 5.2.2 Segregation of Waste

- It is essential that waste is deposited into the specifically labelled skip. Sites should apply best practice when organising signage for their skips.
- Hazardous waste **MUST NOT** be mixed with general waste.
- It is essential that different categories of hazardous waste are **NOT** mixed; instead separate skips should be made available for oils, contaminated materials, paint etc.
- VR make all possible efforts to segregate waste materials (including general waste such as paper, cardboard, plastic wood etc.) A dispensation will be given regarding the segregation of waste if the waste contractor used can confirm in writing that the segregation will not lead to an increase in the recycling rates.

### 5.2.3 Waste Documentation

- It is a legal requirement that when waste is removed from site and transferred to a waste management facility it is accompanied by a Waste Transfer Note (WTN) which must be completed and signed by the Waste Producer, the Waste Carrier and the Waste Management Facility at the time of transfer.
- All waste **MUST** have a written description that accompanies it. The WTN includes the following details prior to the waste being removed from site:
  - Waste description
  - Date
  - Waste quantity
  - European Waste Catalogue (EWC) Code
  - VR address and signature of a VR employee
  - Name and address of the company taking the waste away, their Waste Carriers Licence number and a signature of their employee.
  - Declaration that the waste hierarchy has been taken into account before disposing of the waste
  - VolkerRail's Standard Industrial Classification (SIC) code, detailing the activity that produced the waste; for all non-hazardous VR activities this is 42.120 (Construction of Railways and Underground Railways)
- There is a legal requirement that VR, as the Waste Producer, must retain copies of all Waste Transfer Notes for all waste transfers for 2 years.
- **Hazardous waste** can only be removed by a licensed carrier using a Consignment Note (CN) which is issued by the Environment Agency. VR must ensure that Part E of the CN is returned in order to ensure that the correct amount of waste has reached the agreed disposal site, making certain our Duty of Care has been followed from production to disposal.
- The CN must have the following details included prior to the waste being removed from site:
  - The Consigner (e.g. person producing or holding the waste)
  - Premises where the waste being removed from
  - Waste destination
  - Waste producer
  - Consignment Note Code (premises code and unique number allocated by EA)
  - Description of waste
  - VR's SIC Code for Hazardous Waste is 45.23 (Railway Construction)

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- Declaration that the waste hierarchy has been taken into account before disposing of the waste
- European Waste Catalogue Number
- There is a legal duty on VR to retain copies of CN for all movements of hazardous wastes for a period of 3 years.
- Copies of waste documentation is available on the waste portals operated by VR approved waste brokers.

5.2.4 Minimisation of Waste

It is everyone’s responsibility to encourage reductions in waste through better material use and housekeeping, such as:

- Ensuring correct quantities are ordered initially,
- Reducing the amount of waste generated by correct storage methods to prevent damage,
- Looking for alternative uses for the waste,
- Recycling and reusing where possible,
- And segregation of waste.

5.2.5 Waste Hierarchy

The Waste Hierarchy identifies waste disposal options and ranks them in order of increasing environmental impact:

1. **Elimination** is the most cost effective means of waste minimisation with the lowest environmental impact.
  - Can containers be returned to our suppliers for re-use?
  - Can our processes be optimised to eliminate off-cuts/waste?
2. **Reduce** the amount of waste where it cannot be eliminated.
  - Encourage staff to issue electronic rather than paper copies of reports, newsletters etc.
  - When planning our work ensure we only order the amount of stock required
3. **Re-Use** items as many times as possible to maximise their beneficial use.
  - Can boxes, pallets or protection filling be re-used on site?
  - Is there a neighbouring business to site that could re-use these materials?
  - Re-use paper from misprints and drafts as scrap paper in the office
4. **Recycle** what you can only after you have exhausted steps 1 to 3.
  - Packaging
  - Paper
  - Metal and Glass
  - Textiles
  - Wood
5. **Disposal** of waste should only be considered as a last resort, when steps 1 to 4 have been exhausted. Disposal represents the highest cost option and has the highest environmental impact.

5.2.6 Waste Offences

The Environmental Protection Act makes it a criminal offence to:

- Actually or knowingly permit the deposit of waste in or on any land without a Waste Management Licence/Permit.
- Actually or knowingly permit waste to be treated, kept or disposed of in or on any land without a Waste Management Licence/Permit.
- Treat, keep or dispose waste in a manner likely to cause pollution of the environment or harm to human health.

Penalties for these offences include:

- On summary conviction – maximum £20,000 fine and/or 6 months imprisonment
- On conviction on indictment – unlimited fine and/or maximum 2 years imprisonment (for Hazardous Waste offence – maximum 5 years imprisonment).
- Penalties for fly tipping - maximum £50,000 fine with up to 5 years in prison.
- Breaches of the Duty of Care are punishable by an unlimited fine.

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**5.2.7 Movement of Waste**

A Waste Carriers Licence (WCL) is issued by the Environment Agency (EA), in England & Wales, and Scottish Environmental Protection Agency (SEPA), in Scotland and is valid for 3-years. Anyone who transfers other's waste must have a WCL. Transferring waste means moving the waste from one site to another by road, rail or air.

All scrap metal must be taken to/by a licenced dealer on the VR approved supplier database. All metals will be disposed of in line with the Scrap Metal Dealers Act with no cash payments accepted for the sale of any scrap metal and appropriate identification provided where required.

VR have a WCL to allow the business to move waste from site to depot and from depot to depot. Copies of the WCL are held on Workspace.

If any movements of waste takes place between VR depot and VR depot, then this must be done under the WTN process, described in section 5.2.3 of this procedure. An example of this includes:

1. Waste batteries stored at J3 Business Park - however it is not cost effective to have the batteries removed from J3 by an external licensed waste carrier.
2. Therefore these batteries can be transported by VR staff to the waste battery store at Frodingham Depot, Scunthorpe.
3. A VolkerRail WTN (ENV05F01) and/or VolkerRail Specialist Businesses Ltd (ENV05F03) must be completed by the J3 'Waste Champion' detailing the transfer, ensuring the information contained in section 5.2.3 of this procedure is included on the WTN.
4. Upon receipt of the batteries at Frodingham, the Frodingham 'Waste Champion' will ensure the batteries are stored securely and then included in the collection by the external licensed waste carrier.

**NOTE:** Where waste is generated at site and brought back to a VR depot for collection by a licensed waste carrier, a WTN is **NOT** required to be completed in these instances.

Where waste contractors and scrap metal merchants do not provide adequate documentation for transfers of waste and/or recyclable materials VR shall not allow the waste to be removed from site until a VR WTN (ENV05F01) or VolkerRail Specialist Businesses Ltd WTN (ENV05F03) has been completed by the Waste Champion.

**5.3 EMS-03 - Site Waste Management Plans**

A Site Waste Management Plan (SWMP) (EMS-03) will be developed where required by the project or deemed appropriate by VR. The Project Manager, in conjunction with the relevant Environment Manager/Advisor, shall ensure that a SWMP is developed using the EMS-03 spreadsheet template available on Workspace.

The Environment Manager/Advisor shall ensure all relevant checks are undertaken on proposed waste carriers/disposal site with details being included in the SWMP. The Environment Manager/Advisor shall also ensure that the SWMP is monitored and updated throughout the duration of the contracted works.

Within 3-months of the work being completed the Project Manager/Environment Manager/Advisor and/or Waste Champion shall ensure that the SWMP is reviewed and updated to confirm that all waste movements have been entered.

The Project Manager/Waste Champion shall ensure that the completed SWMP is archived for a minimum of 3 years following the completion of the contract.

**5.4 Disposal of Batteries**

A battery store is provided for the disposal of spent lead acid batteries at Frodingham depot. The battery store must have a lid on to prevent rain water gathering in the container when not being used, the batteries should also be kept in a secure location.

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All spent lead acid batteries must be placed in the storage box provided until the contracted collection date. When the store becomes filled, the disposal contractor must be advised.

**NEVER DISPOSE OF LEAD ACID BATTERIES IN A SKIP.**

All spent NiCad and NiFe batteries should be disposed of in the relevant Hazardous Waste skip.

**ALWAYS DISPOSE OF THESE BATTERIES AS HAZARDOUS WASTE AND NEVER AS GENERAL WASTE.**

### 5.5 Analysis and Disposal of Ballast

A Network Rail company standard requires that waste ballast is analysed prior to its removal from site, as outlined in Appendix C of this procedure.

### 5.6 European Waste Catalogue (EWC)

The European Waste Catalogue (EWC) is a standard set of descriptions and 6 digit codes for waste streams from each industry sector. Waste Producers are required to assess and classify each of their wastes with an appropriate entry from the EWC.

The code numbers are required to be used on all waste transfer documentation. It is the responsibility of VR 'Waste Champions' to identify and provide the appropriate EWC code(s) that describes the particular waste stream and this must be checked before signing the documentation.

## 6. ASSOCIATED GUIDANCE & INFORMATION

- Appendix A - Procedure for holding and verifying the status of 'Spoil' from line side to depot during contractual works - Network Rail Operations Only.

## 7. DOCUMENTATION (OUTPUTS)

- ENV05F01 - VolkerRail Ltd Waste Transfer Note
- ENV05F02 - VolkerRail Season Ticket
- ENV05F03 - VolkerRail Specialist Businesses Ltd Waste Transfer Note
- Consignment Notes (held online by Waste Broker or in projects waste file/Workspace)
- Site Waste Management Plans (held on Workspace)
- Transfer Notes / Season Tickets (held online by Waste Broker or in projects waste file/Workspace)
- Waste Carriers Licence (held online by Waste Broker or in projects waste file/Workspace)
- Waste Disposal Company Contractual Arrangements (held online by Waste Broker or in projects waste file/Workspace)
- Waste Management Permits (held online by Waste Broker or in projects waste file/Workspace)

## 8. ISSUE RECORD

Issue	Date	Comments
1	07/11/2011	Formerly issued as SQE/74. New issue as ENV/05 in line with internal standards numbering system. SQE/ 74 is withdrawn upon this issue.  Document reviewed and amended to reflect the current VolkerRail organisation structure, changes to applicable environmental legislation and any specific client requirements. Specific changes detailed within the briefing note.  Amendment to the VolkerRail Waste Transfer Note and allocated reference ENV/05/F/01 to be linked to this standard.
2	13/07/2012	Amendment to reflect current waste arrangements on VolkerRail sites and current legislation.

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		<p>Inclusion of detail on the maximum time that waste can be stored on site.</p> <p>Changes also made to the storage of Batteries on site.</p> <p>Removal of Appendix B from the standard.</p>
3	14/01/2013	<p>Standard amended to include the requirement for different SIC codes to be used for the disposal of hazardous and non-hazardous waste.</p> <p>Removal of the term 'Waste Controller', meaning that the nominated person in charge of waste arrangements both on site and at depots will be known as a 'Waste Champion'.</p> <p>Further amendments made to reflect legislation updates and the current VolkerRail organisation structure.</p>
4	01/06/2014	<p>Standard amendments made to reflect legislation updates and the current VolkerRail organisation structure.</p>
5	18/03/2018	<p>Standard reviewed and amended to take into account changes within the organisation and the process.</p> <p>Clause 5.2.7 – Waste Movements, enhanced to include the requirement for the completion of a Waste Transfer Note when moving waste from one fixed location to another.</p> <p>Removal of Appendix A – Waste Hierarchy – now contained in the body of the procedure – Clause 5.2.5.</p> <p>Removal of Appendix D – no longer required.</p> <p>Appendix C re-named as Appendix A.</p> <p>Introduction of new Waste Transfer Note for VolkerRail Specialist Businesses Ltd ENV05F03, in addition to the existing ENV05F01 – Waste Transfer Note for VolkerRail Ltd.</p> <p>Introduction of new Waste Season Ticket Transfer Note ENV03F02.</p>

## 9. WHAT HAS CHANGED IN THIS LATEST ISSUE AND WHY

- Use of the EMS-03 – Site Waste Management Plan, throughout the business to comply with the VW UK requirements.
- Enhancement of Clause 5.2.7 – Waste Movements, to include the requirement for the completion of a Waste Transfer Note when moving waste from one fixed VR location to another.
- Introduction of new Waste Transfer Note for VolkerRail Specialist Businesses Ltd ENV05F03, in addition to the existing ENV05F01 – Waste Transfer Note for VolkerRail Ltd. This is due to VRL and VRSBL having different Waste Carrier registrations.
- Introduction of new Waste Season Ticket Transfer Note ENV05F02.
- Appendix C re-named as Appendix A - Procedure for holding and verifying the status of 'Spoil' from line side to depot during contractual works - Network Rail Operations Only.

## 10. BRIEFING REQUIREMENTS

All new employees will receive an introduction to the Integrated Management System (IMS) at induction, according to the nature of the role.

All employees with an email address receive the 'Record of Revisions' each month, which details changes to the IMS. All Line Managers retain the responsibility to ensure their staff are briefed on changes as appropriate.

The following table defines how revised issues of this document are briefed to existing employees according to related specific responsibilities.

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This is determined using the 'RACI' principle. Those roles identified as 'Responsible' and 'Accountable' should receive a formal awareness briefing facilitated by the Document Owner.

Discipline	Role	RACI	Type of briefing
Project Management	Senior Project Manager	Accountable	Detailed
Project Management	Project Manager	Accountable	Detailed
HSQES	Head of Quality & Environment	Accountable	Detailed
HSQES	Environment Managers	Accountable	Detailed
HSQES	Environmental Advisors	Accountable	Detailed
All	All staff	Informed	Awareness

Competence	RACI	Type of briefing
Waste Champion	Accountable	Detailed

## 11. IMS AUTHORISATION

### Document owner approval:

**Chris Leek**, Head of Quality & Environment, 11/04/2018

### Approval for IMS:

**Paula Roberts**, IMS Coordinator, 11/04/2018

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# APPENDIX A: PROCEDURE FOR HOLDING AND VERIFYING THE STATUS OF ‘SPOIL’ RETURNED FROM LINESIDE TO DEPOT FROM ANY CONTRACTUAL WORKS (NETWORK RAIL OPERATIONS ONLY) ENV05

## Key Requirements of the Network Rail Standard

1. Used ballast is to be treated as waste by regulatory bodies except if it is to be used as secondary/recycled aggregate;
2. Contaminated ballast must be identified before work begins by undertaking risk assessments using Tables 1 and 2 and visual inspection using Table 3 from Network Rail Standard NR/L3/ENV/044 – Track Maintenance, Renewal or Alteration – Used Ballast Handling.
3. All used ballast requires waste transfer documentation to be completed in order to comply with the Duty of Care.
4. An initial desk based assessment is carried out on the ballast and if necessary this will be followed by lineside sampling to determine the category of the ballast.
5. Depending on the score from the assessment of the ballast, it is to be categorised into three separate types:
  - a) **Category A** - relatively clean, uncontaminated ballast, suitable for open storage at the receiving LDC (Local Distribution Centre) and for reuse/onward sale
  - b) **Category B** – used ballast shown by sampling to contain sufficient contaminants to require contained storage at the LDC and not recycling
  - c) **Hazardous Waste** - contains higher concentrations of the pollutants at levels sufficient to designate the material as Hazardous Waste under the Hazardous Waste Regulations 2005. Unsuitable for recycling
  - d) **Category C** - ballast that has not been assessed or categorised prior to its removal. The LDC must be notified of the status of the material as being category C.
6. If lineside sampling is required, ballast samples are to be taken from the four foot, at 40 metre intervals along the worksite. These samples must then be submitted for laboratory analysis. Any laboratory can be used provided it is familiar with the requirements of the Network Rail procedure.

## Documentation

### Category A

Annual season tickets are raised by Network Rail National Delivery Service to cover the transfer of used ballast from VolkerRail to the train operator (EWS, Freightliner, GB Rail freight) and from the train operator to the LDC operator. These season tickets are retained at Head Office by the Head of Quality & Environment.

### Category B

An individual transfer note must be raised by VolkerRail to cover the movement of each load of this material from the work site to the train operator and from the train operator to the LDC operator. The format of the Transfer Note will follow that that is contained within Appendix 2 of NR/L3/ENV/044.

On collection of the ballast from the worksite the transfer note must be signed by representatives from VolkerRail and the train operator. It must also be signed on delivery to the receiving LDC by the LDC operator and the train operator.

**Transfer notes must be retained for a minimum of THREE years.**

### Hazardous Waste

A consignment note must be completed; this is a five-part self-carbonising form, usually colour-coded. The procedure for the completion of consignment notes is as follows:

- Parts A & B to be completed and the pre-notification copy sent to the EA office at least 3 days and not more than one month before the track ballast replacement works are carried out at that work site;
- At the time of ballast collection Part C must be completed by the train operator and Part D to be completed by VolkerRail. The ‘consignor’s’ copy (second copy, usually green) is to be detached and retained by VolkerRail. This **MUST** be retained for at least three years and **MUST** be easily recoverable on request. The remaining three copies should be passed to the train operator to travel with the train of ballast to the receiving LDC or disposal site;
- Section E of the note will be completed by the LDC or disposal site operator on arrival. The ‘carrier’s’ copy is then detached and retained by the train operator;
- The ‘consignee’s’ copy is retained by the LDC or disposal site operator.

In this instance VolkerRail can be classed as the ‘Consignor’

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### Category C

This is covered under the annual season ticket raised by Network Rail's NDS.

### Responsibilities

#### ***Network Rail is responsible for:***

- Categorising the ballast, unless they request VolkerRail as the contractor to do so. This is done in advance of any ballast removal taking place at the site.
- Notifying the track contractor (VolkerRail) of work sites which have been categorised as Category B or Hazardous Waste.

#### ***VolkerRail is responsible for:***

- Undertaking risk assessments/lineside sampling to categorise ballast if requested by Network Rail.
- Notifying the train operator and the receiving LDC of the removal and transfer of material if requested by Network Rail.
- Notifying the EA of any movements of hazardous wastes if requested by Network Rail
- Ensuring that any transfer or consignment notes are obtained and completed by all relevant parties. These need to be retained for a minimum of three years.
- Ensuring that Category B ballast or hazardous waste is removed from site in separate wagons/trains to Category A ballast in order that it is kept segregated at all times.

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